

Nevada State Board of Dental Examiners



6010 S. Rainbow Blvd., Bldg. A, Ste.1 • Las Vegas, NV 89118 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

Unclassified Position Announcement

Nevada State Board of Dental Examiners

Position Title: Investigator

Position Status: Part-time (18-20) hours per week

Hourly rate: \$60.00

Location: Las Vegas. Travel throughout Nevada is required.

Position: Unclassified position entitled to some state benefits; serves at the will of the Nevada State Board of Dental Examiners. The position is funded through professional licensing fees.

Position Summary/Scope of Work: Report to the Nevada State Board of Dental Examiners, this unclassified position is responsible for investigating complaints on behalf of the Board, review complaint, response to complaint, dental records, evaluate patients, if necessary, communicate with patient and licensee, prepare findings and recommendations to Review Panel, attending hearings, monitor clinical practice as part of stipulation agreements.

Minimum Education & Licenses Required: Graduation from an accredited four year college or university and graduation from an accredited dental school. Applicants must possess a valid Nevada driver's license at the time of appointment and must hold an active dental license in good standing for the past 5 years. No board actions. Applicant may not be in private dental practice.

Skills Required: Applicants must be skilled in verbal and written communications, planning, computer software, prioritizing and executing deadlines without need for supervision. Applicants must be highly professional, well organized and self-motivated.

Note: *This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.*

Interested applicants must submit their cover letter, application, and a list of professional references to:

Nevada State Board of Dental Examiners
6010 S Rainbow Boulevard, Suite A1
Las Vegas, Nevada 89118
FAX: (702) 486-7046
Email: nsbde@nsbde.nv.gov